

Adult Education Resource Database Timeline													
Task	Mar-01	Apr-01	May-01	Jun-01	Jul-01	Aug-01	Sep-01	Oct-01	Nov-01	Dec-01	Jan-02	Feb-02	Mar-02
1. Create basic organizational scheme for site	done!												
2. Define types of resources to be included:													
2.1. Identify Subject Matter Experts (SMEs)	by 3/28												
2.2. SME orientation on responsibilities and process	3/28/01												
2.3. Create online survey instrument	x	x											
2.4. Survey instructors on resources being used or would like to use		x											
2.5. Collect survey results for SMEs to evaluate		x	x										
2.6. Include resources in site using appropriate subject categories (SMEs)			x	x									
2.7. Identify other types of resources to be included for SMEs to evaluate	x	x	x	x	x	x							
3. Create the resource database:													
3.1. Develop database record structure		x	x										
3.2. Create template and process for entering data		x	x										
3.3. Create metadata records			x	x	x								
3.4. Mock-up of site using defined interface				x									
3.5. Focus groups to test and critique					x								
3.6. Revise and release to a pilot group of instructors					x	x							
4. Create the adult education resources portal:							x						
5. Official launch (press release & conferences)							9/11						
6. National Institute For Literacy's LINCS:													
6.1. Analyze viable alternatives to extract records from LINCS (Beth)								x					
6.2. Analyze viable alternatives to upload our records to LINCS (Beth)								x					
6.3. Extract/send brief records to OCLC for enhancement based on LINCS standards									x				
6.4. Process/Send enhanced records to LINCS for inclusion									x				
6.5. Load enhanced records into SiteSearch database									x				
7. Training DAEL & AE instructors													
7.1. Set up dates & locations								x					
7.2. Design training materials								x					
7.3. Set up online registration								x					

7.4. Conduct training								x	x	x			
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